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Michelle Le <michelle.le@lacity.org>

Re: Project Homekey Wire Fund Transfer

1 message

Frieda Huang <frieda.huang@lacity.org> Mon, Oct 26, 2020 at 4:52 PM
To: Elyse Matson <ELYSE.MATSON@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>, Imelda Sy <imelda.sy@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Hi, Elyse

> Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
How to set up appropriation accounts depended on the appropriation authority.
In this case, it is the Council File recommendation.

If you need any assistance, please contact Michelle Le, your F&A coordinator.
Thank you.

Frieda

On Mon, Oct 26, 2020 at 3:57 PM Amalia Robles <amy.robles@lacity.org> wrote:

> Please see comments in BLUE
>
> Kind regards,
>
> **AMY ROBLES,** CIA
> Principal Accountant II
> Controller, Fiscal Oversight Support Services
> Tel. (213) 978-7407
> http://controller.lacity.org/
>
> RON GALPERIN LA CONTROLLER
>
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>
> On Mon, Oct 26, 2020 at 3:01 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:
>
> > Hi Amy, couple of questions -
> >
> > If we do an open vendor encumbrance for the entire amount, does that mean we can just make wire transfers as necessary as we go through the closing process for each of the sites?
> YES, since there are different owners / properties or sites
> Recommendation 3 and 4 - Commonwealth Land Title Company (Attachment 1- 10 properties)
> Recommendation 14 and 15 - Volunteers of America Los Angeles (Avalon property)
>
> Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
> Please coordinate with our Funds & Appropriation group headed by Frieda Huang, assisted by Teresa Kyu Li and Imelda Sy,

as they are in a better position to answer funding and APPR questions.

Thank you.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Tue, Oct 20, 2020 at 12:47 PM Amalia Robles <amy.robles@lacity.org> wrote:

Hi, Meg.

Please coordinate with the CAO Accounting group (copied here) who are familiar with the payment process, summarized as follows:
1. RPT-SRPT request from CAO to Controller FOSS (our group) with **approved** Council File instruction to wire payment for the properties to be acquired.
2. BGB9CON - to set up the amount in FMS
3. GAE* - to encumber funds
4. GAX to pay to the escrow / title company indicated on the Council File.

Please send us the approved Council File and RPT-SRPT request form.
Thank you.

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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---------- Forwarded message ---------
From: **Russel Fujii** <russel.fujii@lacity.org>
Date: Tue, Oct 20, 2020 at 7:47 AM
Subject: Re: Project Homekey Wire Fund Transfer
To: Meg Barclay <meg.barclay@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Meg,

Once you know the date, amount and details (escrow number, escrow agent, etc.) please complete and return this form to cahtreasury@lacity,org so we may ensure proper tracking for this payment. Also, while a signed form is not necessary for notification, a signed form and payment (JV, Warrant) is needed to transact the payment. Please make sure you follow the notification policy with any wire transaction. Let me know if you have any questions. Thank you.

On Mon, Oct 19, 2020 at 7:02 PM Meg Barclay <meg.barclay@lacity.org> wrote:

Hello,

First of all, thank you all again for your help reviewing our recommendations for the Project Homekey report last week.

We expect the recommendations in the attached report to be approved this week. Next week, HACLA is scheduled to close on the first property (the Hotel Solaire). They'll let us know the full exact amount that needs to be transferred into Escrow by Monday or Tuesday and we'll need to wire the funds into Escrow by no later than Thursday at noon.

Can you please let me know what we will need to prepare to make sure this goes smoothly? Do we need any information from HACLA besides the wiring instructions? Is there a format you prefer to receive the wiring instructions in?

I'm sorry for all these questions. This is my first time with this particular transfer type.

Thank you so much,

Meg

--
Meg Barclay
Homeless Coordinator
Office of the City Administrative Officer
Email: meg.barclay@lacity.org
Phone: (213) 978-1681

RPT-SRPT Request Form & CF Auth_ Project Homek...